

## **MADERA COUNTY**

### **JUVENILE DETENTION OFFICER I JUVENILE DETENTION OFFICER II**

#### **DEFINITION**

Under supervision (Juvenile Detention Officer I) or general supervision (Juvenile Detention Officer II), to assume responsibility for the care, welfare, custody, rehabilitation, and transportation of juvenile detainees in the County's Juvenile Detention Facilities; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Juvenile Detention Officer I**

Exercises no supervision.

##### **Juvenile Detention Officer II**

May exercise technical and functional supervision to lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Juvenile Detention Officer I**--This is the entry level in the Juvenile Detention Officer class series. Positions at this level usually perform most of the duties required of the positions at the Juvenile Detention Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Juvenile Detention Officer II**--This is the full journey level in the Juvenile Detention Officer class series. Positions at this level are distinguished from the Juvenile Detention Officer I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Juvenile Detention Officer II level are normally filled by advancement from the Juvenile Detention Officer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Juvenile Detention Officer II level.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, organizes, and supervises a program of work, study, and recreation for a group of delinquent or emotionally disturbed adolescents in the County Juvenile Detention Facilities; oversees activities such as housekeeping, clothing issue, personal hygiene, meals, arts and crafts, and sports; maintains good discipline and instructs detainees in gaining insight into themselves and their relationships to family, peers, and adults; observes and records information on detainee behavior, attitude, appearance, interests, and skills; maintains necessary logs and reports; may assist Deputy Probation Officers in the development of treatment plans for detainees; admits and releases juvenile detainees; contacts parents, Deputy Probation Officers, law enforcement personnel and others as required; supervises visitor activities; remains alert for potential problems and takes measures to reduce tension and avoid violence; participates in training programs.

#### **When assigned to Transport:**

Searches and restrains detainees to be transported; transports detainees to and from courts, institutions, and other facilities; supervises and secures detainees during transport; inspects and maintains vehicles as assigned.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Juvenile Detention Officer I**

##### **Knowledge of:**

Behavior problems of juveniles.  
Basic knowledge of the care and custody of juvenile detainees.  
Health and personal hygiene methods.

##### **Skill to:**

Operate firearms and other modern law enforcement equipment.  
Operate a motor vehicle safely.  
Operate modern office equipment, including computer equipment.

**Ability to:**

Learn and apply the methods, procedures, and practices used in the care, custody, and detention of juveniles.

Learn the operations, policies, functions, services, and activities of the County's Juvenile Detention Facilities.

Learn to anticipate and prevent acts of violence to persons and property.

Learn to adapt quickly and effectively to emergency situations.

Learn proper firearm use and maintenance.

Learn proper use and application of mechanical restraints, soft restraints and chemical agents.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Supervise a group of juvenile detainees in work, meal, and leisure time activities.

Respond constructively to juvenile detainee behavioral problems and gain their cooperation when possible.

Prepare clear and concise log entries and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Some experience in working with juveniles experiencing behavioral problems.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminology, behavioral science, social work, or a related field. A Bachelor's degree is desirable.

**License or Certificate:**

Completion of, or ability to complete, requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Ability to complete the Corrections Standards Authority's Juvenile Institution Basic Academy.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

**Juvenile Detention Officer II**

In addition to the qualifications for a Juvenile Detention Officer I:

**Knowledge of:**

Operations, policies, functions, services, and activities of the County's Juvenile Detention Facilities.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Behavior management and counseling techniques.  
Proper firearm use and maintenance.  
Proper use and application of mechanical restraints, soft restraints, and chemical agents.

**Ability to:**

Apply the methods, procedures, and practices used in the care, custody, and detention of detainees.  
Anticipate and prevent acts of violence to persons and property.  
Respond constructively to juvenile detainee behavioral problems and gain their cooperation when possible.  
Prepare clear and concise log entries and reports.  
Adapt quickly and effectively to emergency situations.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One (1) year of increasingly responsible work experience comparable to that of a Juvenile Detention Officer I with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminology, behavioral science, social work, or a related field. A Bachelor's degree is desirable.

**License or Certificate:**

Completion of, or ability to complete, requirements for California Penal Code Section 832 with firearms and chemical weaponry training.  
Completion of the Corrections Standards Authority's Juvenile Institution Basic Academy.  
Possession of, or ability to obtain, CPR and First Aid certification.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

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